



PADUCAH PARKS & RECREATION
ALWAYS SOMETHING TO DO!

PADUCAH RECREATION CENTER FACILITY RESERVATION APPLICATION

► Applicant Information:

Individual, Group, or Organization: _____

Contact Person (first, last): _____

Cell Phone: _____ Work Phone: _____

E-mail address: _____

Address, City, State, Zip: _____

Are you tax exempt? YES _____ NO _____ *If yes, please include a copy of your organization's tax exempt form with this application.*

► Reservation Information:

Type of Event _____

Date(s) Request (MM/DD/YYYY) _____ Reservation Day(s) of the Week: _____

Time Frame Requested: _____ Total Hours: _____

Estimated Attendance: _____ Recurring? YES _____ NO _____

► What do you need access to during your reservation?

- | | | |
|---|--|---|
| <input type="checkbox"/> STAGE | <input type="checkbox"/> CONFERENCE ROOM | <input type="checkbox"/> EQUIPMENT-SPECIFY: _____ |
| <input type="checkbox"/> VOLLEYBALL NETS | <input type="checkbox"/> SCOREBOARD | <input type="checkbox"/> CHAIRS - QUANTITY: _____ |
| <input type="checkbox"/> BASKETBALL GOALS | <input type="checkbox"/> SOCCER GOALS | <input type="checkbox"/> TABLES - QUANTITY: _____ |

► Hourly Gym Reservation Fees

- \$30/hour Rec Center Reservation (Up to 4 hours) + 6% tax
- Hourly reservations must be paid in full at time of reservation after approval of application.

► Daily Gym Reservation Fees

- \$400 Daily Rec Center Reservation (8:00am -9:00pm) + 6% tax
- \$320 Daily Non-profit Rec Center Reservation (8:00am -9:00pm) + 6% tax.
- 50% deposit is due up front for daily reservation. Rest of balance due 15 days in advance of reservation date.
- A refundable \$500 damage deposit is due at the time of reservation. The deposit is returned to you pending the inspection of the facility by Parks and Recreation staff.

► Paducah Parks & Recreation reserves the right to accept or reject any application. Reservation requests are dependent upon gym availability under current facility schedule. Reservation Applications will be responded to within 5 Business Days. Applicants will be notified of approval, denial or need for alteration at that point.

► **General Guidelines for Hourly Facility Reservations**

- Reservations are for athletic, fitness, or recreational use only.
- Reservations Applications must be completed 5 business days prior to reservation date for hourly reservations.
- Reservation dates can only be changed once.
- All cancellations must be made during business hours, 8AM – 4:30PM Monday – Friday. All refunds are subject to an administrative fee of 10%. and must be made at least two (2) business days prior to the reservation to be eligible for a refund. Refunds will NOT be issued for events cancelled due to lack of participation.
- Alcohol, smoking, and vaping are not allowed within the Paducah Recreation Center or the parking lot.
- The max occupancy for the Paducah Recreation Center is 359 persons. The occupancy load should not exceed 180 when using tables and chairs in the facility.
- A Paducah Parks & Recreation staff member will be on site for the duration of the reservation.
- Indoor Bounce Houses or other large inflatables are not allowed.

► **General Guidelines for Daily Facility Reservations**

- Reservations are for athletic, fitness, or recreational use only.
- Reservations Applications must be completed 15 days prior to reservation date for daily reservations.
- 50% deposit is due up front for daily reservation. Rest of balance is due 15 days in advance of reservation date.
- Tax exempt paperwork must be submitted at time of reservation for non-profit rate.
- A refundable \$500 damage deposit is due at time of reservation. The deposit is returned to you pending the inspection of the facility by Parks and Recreation staff.
- Reservation dates can only be changed once.
- Alcohol, smoking, and vaping are not allowed within the Paducah Recreation Center or the parking lot.
- The max occupancy for the Paducah Recreation Center is 359 persons. The occupancy load should not exceed 180 when using tables and chairs in the facility.
- All cancellations must be made during business hours, 8AM – 4:30PM Monday – Friday. All refunds are subject to an administrative fee of 10%. and must be made at least two (2) business days prior to the reservation to be eligible for a refund. Refunds will NOT be issued for events cancelled due to lack of participation.
- Daily reservations will require a walk through with a staff member at start and end of reservation.
- A Paducah Parks & Recreation staff member will be on site for the duration of the reservation.
- Indoor Bounce Houses or other large inflatables are not allowed.

I certify that all the information provided on this application is true and correct to the best of my knowledge. By signing this form, I acknowledge I have read, understand and agree to any and all conditions set forth by the City of Paducah and the Parks and Recreation Department.

Signature

Date

PLEASE RETURN THIS COMPLETED APPLICATION TO:

PADUCAH PARKS & RECREATION
2701 PARK AVE
PADUCAH, KY 42001

OR

parkinfo@paducahky.gov